



Michigan Supreme Court
State Court Administrative Office
Judicial Information Systems
Michigan Hall of Justice
P.O. Box 30048
Lansing, MI 48909
888-339-1547

TO: JIS CCS Users

FROM: Arlena Craven, Technical Services Representative

DATE: August 2, 2006

RE: Training Opportunities

The Circuit Court System of JIS is pleased to announce the following Fall training sessions. These classes are open to all users of the CCS.

CCS General Training

The following general CCS training sessions are scheduled for the last week of September and the first week of October. They are half day sessions and are limited to 25 users, which may fill up quickly. Each training will be offered at least once in Lansing and Gaylord. There will also be a full day training in Iron Mountain for our U.P. users.

All users attending both a morning and afternoon session will receive a complimentary lunch. Coffee and water will be provided to all participants throughout the training days. All other incidental expenditures, including mileage, other meals, telephone calls, and lodging are the responsibility of each individual.

Data Entry

This session will cover case initiation for both criminal and civil cases along with the day to day data entry. The codes that are necessary for accurate reporting will also be covered. If you have specific questions regarding this area, please be sure to bring them with you.

Dispositions, Deferrals, Abstracts and CHR

This session will cover the proper codes used in disposing charges and parties to ensure accurate numbers on the caseload report. Proper disposing and deferrals also affect CHR (Criminal History Reporting). Review of the abstract and CHR modules will also be conducted. If you have specific questions regarding this area, please be sure to bring them with you.

Financials

This session will cover options contained within the CCS Financial Menu. The new Outstanding Receivables Report will be explained. Review of the Bond Report, Restitution Report, Account History Report and Statements, 20% Late Fee Report, Prisoner SFO Report and Prisoner Collections Report will also be discussed. In addition, maintenance of the financial outq will be explained. If you have specific questions regarding this area, please be sure to bring them with you.

Reports

This session will cover reports from the Batch Report Menu that aid in the management of case flow. These reports include Caseload Parts 1, 2 & 4, Delay in Matters Submitted, Delay in Criminal Proceedings, Pending Civil and Criminal Case Lists, Lack of Progress, and Case Review Lists. . If you have specific questions regarding this area or other reports not listed, please be sure to bring them with you.

Locations, dates and times of the above training sessions are as follows:

Location	Date	Session I 9:00 a.m. – 12:00 noon	Session II 1:00 p.m. – 4:00 p.m.
Gaylord	Monday September 25 th	Data Entry	Dispositions, Deferrals, Abstracts & CHR
	Tuesday September 26 th	Financials	Batch Reports
	Wednesday September 27 th	Batch Reports	Dispositions, Deferrals, Abstracts & CHR

Location	Date	Session I 9:00 a.m. – 12:00 noon	Session II 1:00 p.m. – 4:00 p.m.
Iron Mountain	Thursday September 28 th	Data Entry Dispositions, Deferrals, Abstracts & CHR	Financials Batch Reports

Location	Date	Session I 9:00 a.m. – 12:00 noon	Session II 1:00 p.m. – 4:00 p.m.
Lansing	Monday October 2 nd	Data Entry	Dispositions, Deferrals, Abstracts & CHR
	Tuesday October 3 rd	Financials	Batch Reports
	Wednesday October 4 th	Dispositions, Deferrals, Abstracts & CHR	Data Entry
	Thursday October 5 th	Batch Reports	Financials

Registration

Individuals interested in attending any of the above sessions must complete the following registration form and return it via fax to JIS at 517-373-7451 as soon as possible, but no later than September 15th, 2006.

Judicial Information Systems/ Circuit Court Systems

TRAINING REGISTRATION FORM

Name _____ Title _____

County _____ Court _____

Telephone _____ Email _____

Training: JIS/CCS General Training, Gaylord, Region IV Office
Registration Deadline: September 15, 2006

Date	Session I 9:00 a.m. – 12:00 noon	Session II 1:00 p.m. – 4:00 p.m.
Monday September 25th	<input type="checkbox"/> Data Entry	<input type="checkbox"/> Disposition, Deferrals, Abstracts & CHR
Tuesday September 26 ^t	<input type="checkbox"/> Financials	<input type="checkbox"/> Reports
Wednesday September 27 th	<input type="checkbox"/> Reports	<input type="checkbox"/> Dispositions, Deferrals, Abstracts & CHR

Training: JIS/CCS General Training, Iron Mountain, County Jail
Registration Deadline: September 15, 2006

Date	Session I 9:00 a.m. – 12:00 noon	Session II 1:00 p.m. – 4:00 p.m.
Thursday September 28 th	<input type="checkbox"/> Data Entry Dispositions, Deferrals, Abstracts & CHR	<input type="checkbox"/> Financials Reports

Training: JIS/CCS General Training, Lansing, Hall of Justice
Registration Deadline: September 15, 2006

Date	Session I 9:00 a.m. – 12:00 noon	Session II 1:00 p.m. – 4:00 p.m.
Monday October 2nd	<input type="checkbox"/> Data Entry	<input type="checkbox"/> Dispositions, Deferrals, Abstracts & CHR
Tuesday October 3 rd	<input type="checkbox"/> Financials	<input type="checkbox"/> Reports
Wednesday October 4 th	<input type="checkbox"/> Dispositions, Deferrals, Abstracts & CHR	<input type="checkbox"/> Data Entry
Thursday October 5 th	<input type="checkbox"/> Reports	<input type="checkbox"/> Financials

**Please ☒ the sessions you would like to attend
and return this form via fax to JIS at 517-373-7451**